



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	<b>Partner Expert</b>
Main Duty Station and Location:	<b>UNIDO, Ghana</b>
Mission/s to:	As required
Start of Contract (EOD):	<b>2020 (whenever s/he is available)</b>
End of Contract (COB):	<b>Preferably for 9-12 months</b>
Contract Type:	<b>Regular</b>

#### **ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which frames the United Nations and country efforts towards sustainable development in the next eleven years. UNIDO's mandate in SDG-9, calls for the need to "Build a resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation".

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

#### **PROJECT CONTEXT**

The Field Office (FO) in Ghana under the Department of Programmes, Partnerships and Field Integration (PTC/PPF) is responsible for representing UNIDO in Ghana (also covering Liberia) and promotes the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional level as appropriate, including government institutions and international entities.

The Field Office in Ghana is also responsible for coordinating and reporting on UNIDO activities in Ghana and other country of coverage (Liberia), and providing inputs to the development of regional strategies and policies. Actively participate in, and contribute to, country and regional level activities aimed at strengthening United Nations system-wide coherence.

Aligned with the priorities outlined by the government in the Development Plans and strategies and consistent with UNIDO core competency and mandate, UNIDO's development efforts in Ghana, under recently signed Country Programme Framework (CP) will be classified under the following priority areas:

- Support to Argo-industries value chain development;
- Energy and environment;
- Investment Promotion;
- Entrepreneurship and skill development;

UNIDO interventions in Ghana will incorporate relevant and important cross – cutting issues that enhance the value of the delivered outcomes in terms of their inclusivity, sustainability, and contributions to human development.

As each project has its own area of focus, UNIDO intern/s will have an insight into how UNIDO solves problems confronting developing economies in the area of industrialization. Interns gain practical experience of UNIDO's activities and can conduct research on items of direct relevance to UNIDO's work. The intern shall work under the overall guidance of the UNIDO Representative and direct supervision of project manager designated by the Director of the relevant department in Vienna.

## **FUNCTIONAL RESPONSIBILITIES**

Under the overall direction of the UNIDO Representative for Ghana and direct supervision of the Project Manager, assist in appraising, adjusting and presenting project proposals, and monitoring programme implementation, identifying problems and utilizing information as an input to corrective actions to promote effective project management. Assist in developing and administering technical cooperation projects by:

- ✓ Analysing economic, social and political factors which affect a sectoral or regional development programme in relation to relevant resolutions of the Organization's governing body and the Organization's policies and priorities;
- ✓ Identify and map the main stakeholders in country's improvement processes for (related project i.e. environment, trade, agriculture) and engage different partners, including international organizations and local government agencies, in identifying needs, priorities and specific actions needed;
- ✓ Establish contacts with relevant stakeholders and coordinate meetings with govt and other partners every ???week/s and ensure UNIDO team is fully aware of other relevant stakeholder/s activities in Ghana.
- ✓ Analysing development needs and appraising the suitability of proposed programmes and projects in meeting these needs, recommending project approval to the Organization;
- ✓ Identifying particular development project possibilities in relation to expressed governmental needs and the known capabilities and resources available to the Organization;
- ✓ Introducing into the project formulation process newly developed modalities and practices, as well as alternative methods for independent evaluation of projects and proposals which are designed to improve the effectiveness and appropriateness of the Organization's project and programme planning and delivery processes;
- ✓ Recommend to the UR and project manager in Vienna on what might be promising inputs from the Project; keeping always abreast of activities that may be/have been conducted by relevant stakeholder/s.
- ✓ Work with project/programme team and integrating the drafting of project proposals and justifying them in terms of regional and sectoral development objectives;
- ✓ Prepare related documents for endorsement and on time submission according to funding institution procedures of all required operational documents for approved projects;
- ✓ Assist in implementation of technical assistance project activities and resources; identifying problems and proposing corrective or alternative actions.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** advanced university degree in an area relevant to the recruiting PTC Department/FO

PTC/PRM: economics, business administration, managerial economics, social science, international relations, or relevant field

PTC/AGR: engineering – agricultural or industrial engineering, economics, other relevant discipline with a specialization in textile, leather, wood industries or power and machinery, agro-ecology

PTC/TII: science, business administration, economics, other relevant discipline with a specialization in trade, project management, SME development

PTC/ENE: natural sciences, engineering with specialization in renewable energy technologies and systems

PTC/ENV: natural sciences, environmental, chemical or mining engineering or other engineering, specialization in environment or closely related field

### **Technical and Functional Experience:**

At least seven years of professional experience in technical cooperation project management or portfolio project management including some exposure at the international level. Exposure to the needs, conditions and problems in developing countries. Ability to research and analyse information, make linkages with the strategic vision of the Organization and recommend solutions. Ability to write in a clear and concise manner. Ability to work effectively in multicultural teams.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** A Master's Degree in Economics, Environmental Science, and Energy, or a first level university degree or advanced technical college diploma in above mentioned areas would be acceptable if combined with few years of relevant experience.

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language is desirable.

## **REQUIRED COMPETENCIES**

### ***Core values:***

1. ***We live and act with integrity:*** To work honestly, openly, impartially and in accordance with the values of the United Nations.
2. ***We show professionalism:*** To work in a competent, committed and calm manner
3. ***We respect diversity:*** To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

### ***Core competencies:***

1. ***We focus on results responsibilities:*** To be accountable and responsible for achieving results and meeting performance standards
2. ***We focus on people:*** To be responsive towards those to whom services are provided internally and

externally

3. ***We communicate and earn trust:*** To communicate effectively and build trust.
4. ***We think outside the box and innovate:*** Exploring ideas that are unusual and that are limited or controlled by rules or traditions.